

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1398

**TITLE:** REHABILITATION TECHNICIAN

**GRADE:** S-17

**DEFINITION:**

Under the general supervision of the Rehabilitation Specialist, reviews Workers' Compensation disability claims to ensure that the period of recuperation or rehabilitation is appropriate for the given injury or illness and is consistent with published health care management standards; coordinates rehabilitation services; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from the Rehabilitation Specialist class in that it does not have responsibility for eligibility determination, program policy and procedural development and administration. The Rehabilitation Technician would not typically testify at Workers' Compensation Commission hearings.

**ILLUSTRATIVE DUTIES:**

Reviews medical treatment received by disability claimants to ensure that the period of recuperation or rehabilitation is appropriate for the given injury or illness and is consistent with published health care management standards;  
Coordinates rehabilitation services (e.g., medical equipment, special accommodations) to assist the injured employee;  
Discusses employee progress with the employee, physician, therapist, adjuster, rehab counselor, risk management staff, attorneys and agency representatives in order to keep all informed and to encourage the return of the employee to regular duty as soon as possible;  
Informs Rehabilitation Specialist of important issues or complications (e.g. if the injured employee's agency has no light duty positions);  
Obtains, reviews and forwards to appropriate claims adjuster the physical requirements for all employees who have been working modified duty for more than 30 days;  
Compiles, reviews and enters data into database in order to monitor and track active files/cases;  
Monitors and ensures timely follow up to 90 day report action plans;  
Maintains a database on all employees returned to regular duty and calculates cost avoidance on each;  
Reviews and evaluates the service performance of rehabilitation vendors and communicates results in reports to the Rehabilitation Specialist, Claims Manager and Risk Manager;  
Validates vendor invoices for payment;  
Reviews PRISM injury leave list, analyzing emerging patterns of employee injuries to determine cause, and reports results to Rehabilitation Specialist.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of occupational rehabilitation;  
Working knowledge of a broad range of occupations and occupational requirements;  
Knowledge of Workers' Compensation law and precedents;  
Knowledge of basic medical terminology;

Ability to effectively interview employees, as well as health care and other professionals, to obtain required information;

Ability to analyze medical prognoses, diagnoses and job requirements;

Ability to resolve problems and to maintain liaison with employees, County and outside agencies and health care providers;

Ability to maintain a database of information on disabled employees and to identify and analyze emerging injury patterns;

Ability to calculate cost avoidance;

Ability to evaluate service performance by rehabilitation vendors;

Ability to communicate effectively orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:

Graduation from high school or a G.E.D. issued by a state department of education, supplemented by college course work in health care, insurance and claims management, or a related field; PLUS

Three years related medical claims and/or rehabilitation experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

ESTABLISHED: March 11, 1996